
PROCEDURES

OFFICE OF MANAGEMENT**Relocation Program**

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PURPOSE

The purpose of this MAPP is to describe and define specific responsibilities, procedures, and processes for the Center for Drug Evaluation and Research's (CDER) Relocation Program. Relocation is a service that may be provided to incoming new hires, transferees, and Commissioned Corps Officers to assist with transportation of household goods. This service is provided at the discretion of the agency.

BACKGROUND

The Bureau of Public Debt (BPD) has been contracted by the Food and Drug Administration (FDA) to provide relocation services to FDA new hires, transferees, and Commissioned Corps Officers to assist with the moving of household goods. Relocation services provided by BPD include: entitlement counseling, travel authorization preparation/review and expense voucher preparation/review.

The CDER Relocation Liaison references the Federal Travel Regulations (FTR) and often has to research and review various laws and regulations to ensure that procedures and protocols

are followed. The FTR represents the regulations contained in 41 Code of Federal Regulations (CFR), Chapters 300 - 304, which implements the statutory requirements and Executive Branch policies for travel by Federal civilian employees and others authorized to travel at government expense.

RESPONSIBILITIES

CDER Relocation Liaison

CDER's Relocation Liaison assists the Center, BPD, and the incoming candidate by providing the following services.

1. Serves as a liaison between CDER and BPD in receiving and processing relocation requests for 1st duty-new federal employee relocations, transferees, and Commissioned Corps Officers.
2. Provides assistance and processes initial applications from the CDER offices for new hires, transferees, and Commissioned Corps Officers.
3. Receives and processes travel authorizations to release government funds for payment of relocation expenses.
4. Researches and reviews the FTR to make a determination of allowances that an employee is eligible to receive.
5. Provides an annual report to CDER's Division of Management and Budget of processed relocations and pending relocations for the end of year close-out.
6. Represents the Agency in travel-related denial processes at the U.S. Court of Appeals.
7. Provides policy and procedural information, FTR and Joint Federal Travel Regulation guidance, and assists offices with decisions regarding allowances, extensions, retirement etc.
8. Informs CDER offices regarding regulation and procedural changes that may apply to support provided by BPD.

CDER Division Point of Contact (POC)

CDER designates and authorizes division POCs to coordinate with CDER's Relocation Liaison and the incoming hire during the relocation process. A CDER division POC provides the following services:

1. Serves as a liaison between incoming employee and CDER Relocation Liaison.
 2. Initiates the Relocation Request Form and submits to the CDER Relocation Liaison.
 3. Ensures budget information is correct on the relocation request, i.e., Common Accounting Numbers (CAN), appropriation, and tagging information.
 4. Ensures the request for relocation is submitted at least 30 days prior to the subject's Entry on Duty (EOD) date.
 5. Obtains signatures to release funds. Signature is usually obtained from the Management Office and/or budget/travel lead within the division.
 6. Ensures that a Commissioned Officers personnel orders are attached when submitting a relocation request for an incoming Commissioned Corps Officer.
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PROCEDURES**Relocation Process: (See Attachment 1)**

1. The gaining CDER office POC completes the Relocation Request Form (Attachment 2) and emails it to the Relocation Liaison at least 30 days prior to EOD.
2. The CDER Relocation Liaison reviews the Relocation Request Form for completeness and applicable signatures. The Agency contact, reporting date and budget information must be correctly entered on the referral form.
3. The CDER Relocation Liaison submits the Relocation Request Form to BPD at the following email address: PCSTravel@bpd.treas.gov. If the relocation request applies to a Commissioned Corps Officer, a copy of the Commissioned Corps Officer's change of station orders will accompany the Commissioned Officer Corps Relocation Request Form. (Attachments 3 and 4)
4. BPD will assign a representative to the incoming employee who will contact the employee. The representative will counsel the employee and answer all their relocation questions. BPD will email the CDER Relocation Liaison if the move involves any discretionary items i.e. belongings that are not authorized to be moved.
5. BPD prepares the travel authorization (TA) (Attachment 5) and sends an electronic copy of the TA to the CDER Relocation Liaison.
6. The CDER Relocation Liaison sets up the TA for signatures, forwards the TA via email to the gaining office, and requests verification of accounting information, and necessary signatures in the "Funds Available" block 16 (a).
7. The gaining office then returns page 1 of the TA to the CDER Relocation Liaison.
8. The CDER Relocation Liaison verifies that the "Funds Available" line has been signed then the forwards TA to the CDER Approving Official (CDER's Executive Officer).
9. CDER's Approving Official approves the TA and returns it to the Relocation Liaison for distribution.
10. The CDER Relocation Liaison electronically sends page 1 of the approved TA to BPD and sends a copy to CDER's Division of Management and Budget for the record.
11. The CDER Relocation Liaison retains a copy of the TA for the required period (currently 6 years, 3 months).

REFERENCES

- BPD, Relocation Services Branch
PCSTravel@bpd.treas.gov (general mailbox for all staff)
- GSA website provides guidance for FTR 302
<http://www.gsa.gov/portal/ext/public/site/FTR/file/FTRTOC.html/category/21865/hostUri/portal>
- JFTR concerning Commissioned Officer Corps allowances
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

DEFINITIONS

Allowances - Expenses and costs for which an agency may reimburse because of a Permanent Change of Station.

Bureau of the Public Debt (BPD) - FDA's relocation contractor.

Entry on Duty (EOD) - Date employee starts work.

Entitlements - Reimbursable allowances for employees transferred in the interest of the government.

First Duty Move - Newly appointed Federal employee in transition from one duty station to another.

Federal Travel Regulations (FTR) - Rules and regulations that govern the allowances an agency may reimburse to civilian employees. Chapter 302 serves as a policy guide for relocation allowances.

Gaining CDER Office - Office that is hiring the person.

Household Goods - Personal property that may be transported legally in interstate commerce and that belongs to the employee or the employee's immediate family at the time of shipment or when storage begins.

Joint Federal Travel Regulations (JFTR) - Rules and regulations that govern the allowances an agency may reimburse to Commissioned Corps Officers.

Point of Contact (POC) – A person or a department serving as the coordinator or focal point of an activity or program.

CDER Relocation Request Form - Form submitted by gaining office to request relocation services for New Hire, Commissioned Corps Officer, and/or Transfer (Attachments 2, 3, 4)

Travel Authorization - Frequently referred to as TA; formerly known as Travel Order (Attachment 5)

EFFECTIVE DATE

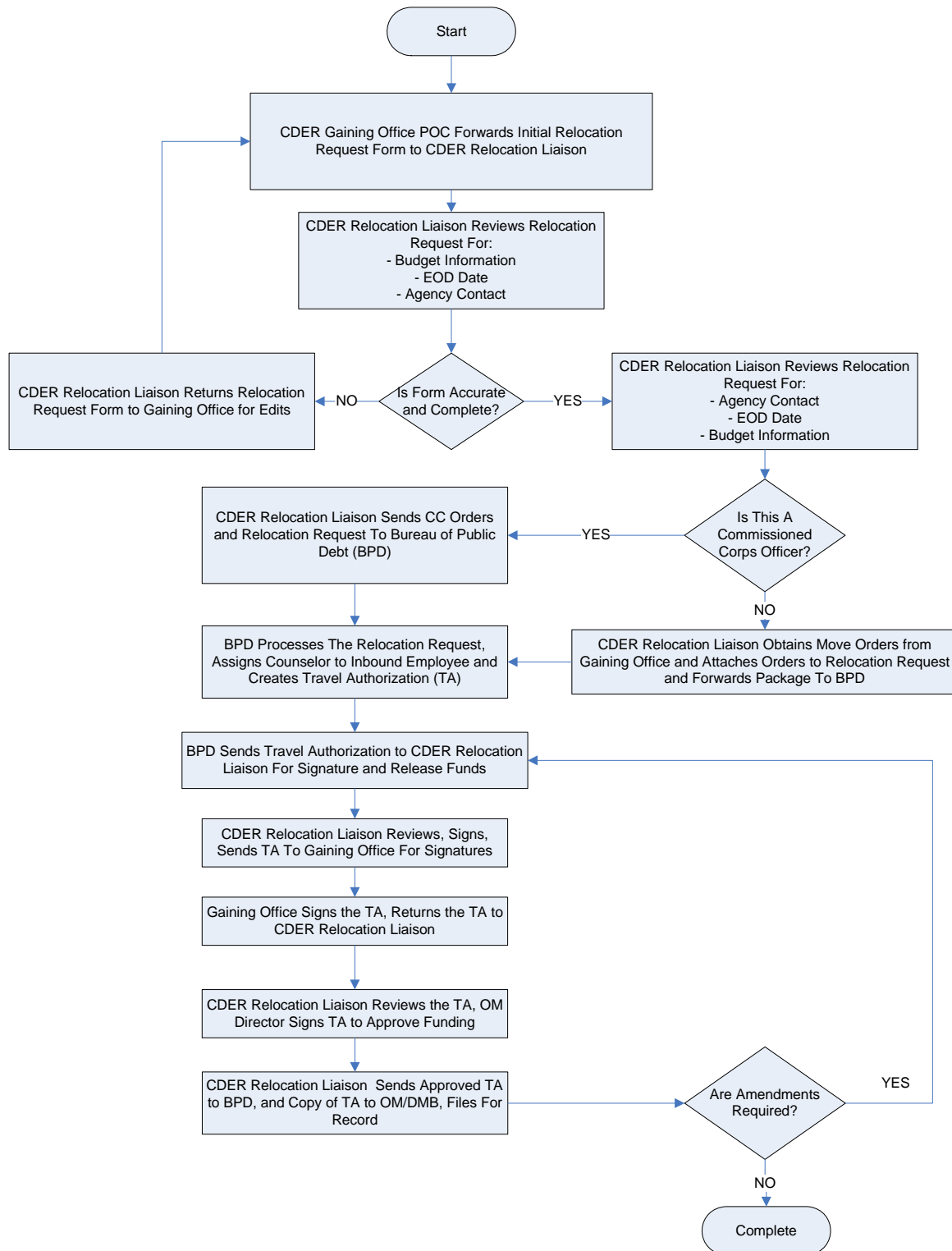
This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions

ATTACHMENT 1: Relocation Request Flowchart

21 March 2012



ATTACHMENT 2: New Hire Relocation Form

PD F 5632
Bureau of the Public Debt
Department of the Treasury
(Revised May 2010)

REQUEST FOR EMPLOYEE INFORMATION

Domestic – Civilian New Hire

Type of Relocation

New Hire Employee

Other _____

Agency Information

Agency _____

Center _____

Agency Contact _____

Email _____

Phone _____

Employee Information

Employee SSN (Last 4 digits) _____

Report Date: _____

Employee Name (First, MI, Last)

First _____

MI _____

Last _____

Job Title _____

Relocation From (Residence)

City _____

State _____

New Duty Station

City _____

State _____

Current Home Address _____

City _____

State _____

Zip _____

Mailing Address (if different)

City _____

State _____

Zip _____

Phone Numbers

Home _____

Work _____

Cell _____

Fax _____

Email Address _____

ATTACHMENT 3: Commissioned Corps Officer Relocation Form

PD F 5640 E
Department of the Treasury
Bureau of the Public Debt
(Revised May 2010)

BPD Authorization Number: _____

REQUEST FOR EMPLOYEE INFORMATION

Commissioned Corps

Domestic

International

Type of Relocation

Call to Active Duty

Transfer within Commissioned Corps

Retirement

Separation/Inactivation/Termination

Agency Information

Agency _____
Center _____
Agency Contact _____
Email _____
Phone _____

Employee Information

Employee SSN (Last 4 digits) _____ Temporary Grade _____
Officer Name (First, MI, Last) _____
Job Title _____
Current Duty Station _____
New Duty Station _____
Current Home Address _____
Mailing Address (if different) _____
Phone Numbers _____
Email Address _____

ATTACHMENT 4: Relocation Transfer Form

PD F 5633 E
Bureau of the Public Debt
Department of the Treasury
(Revised May 2010)

REQUEST FOR EMPLOYEE INFORMATION

Domestic – Civilian Transfer

Type of Relocation

Transfer within current federal agency

Transfer from another federal agency

Agency Information

Agency _____
Center _____
Agency Contact _____
Email _____
Phone _____

Employee Information

Employee SSN (Last 4 digits) _____ Report Date: _____
Employee Name (First, MI, Last) _____
First MI Last
Job Title _____
Current Duty Station _____
City State
New Duty Station _____
City State
Current Home Address _____
City State Zip
Mailing Address (if different) _____
City State Zip
Phone Numbers
Home _____
Work _____
Cell _____
Fax _____
Email Address _____

ATTACHMENT 5: Sample Travel Authorization

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RELOCATION AUTHORIZATION			RELATIONSHIP NAME: FDAR1102013		
1. NAME Transferee	2. EMPLOYEE STEV667600	3. TYPE OF RELO	4. REPORT DATE 10/9/2011	5. ORDER NO. FDAR1102013	
6. OLD DUTY ADDRESS & PHONE MARINE OPERATIONS CENTER - ATL NORFOLK, VA US 23510		7. NEW DUTY ADDRESS & PHONE FDA WO-21 RM xxx 10903 NEW HAMPSHIRE LANE SILVER SPRING, MD US 20993		8. EMPLOYEE MISCELLANEOUS INFO	
				Effective Date 10/09/2011	
				ARC Contact AMY BLAIR-SMITH	
				Type of Transfer COMM. CORPS - T	
				Flexfield 4 CDER	
9. DEPENDENTS					
a. Name	b. Relationship	c. Birthdate	a. Name	b. Relationship	c. Birthdate
	Spouse				
10. TITLE SENIOR HEALTH PROMOTION OFFICER			11. ORGANIZATION Food and Drug Administration - CC		12. ADVANCE 0.00
13. ACCOUNTING					
HHS4552SEXXXX-2011-610001-HHS0300000-See Expense Category-00000000-XXX-XX-HHS1113FD-XXXXXXXXXX-XXXXXXXXXX-----					
14. AUTHORIZATION EXPENSE SUMMARY					
a. Description	b. Type	c. Method	d. Estimated Cost		
Househunting Trip					
Househunting Trip					
Shipment of HHG/Mobile Home	HHG Shipment / HHG Shipment	ACTUAL	11,500.00		
Temporary Storage of HHG	Non-Taxable 90 Days / Taxable 0 Days		4,000.00		
Extended Storage of HHG					
Shipment of PB&E					
Storage of PB&E					
Shipment of POV					
Storage of POV					
Unaccompanied Air Baggage					
Consumable Goods					
En Route Travel	Employee & Family		472.89		
En Route Travel					
Dislocation Allowance	Family	Fixed/Lump Sum	3,276.68		
Temporary Lodging	New Location	Actual	2,820.00		
Temporary Lodging					
Real Estate Sale					
Real Estate Purchase					
Real Estate Other					
WTA					
RITA					
Employer Tax Contribution					
TOTAL			22,069.57		
15. COMMENTS					
RANK = O-4 ADB					
16. SIGNATURES					
a. Employee _____ Date _____			b. Approving Official _____ Date _____		
PRIVACY ACT					
This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, and a fine of \$5,000 or both.					

Note: This is only a representation of the form, without personal data or signatures in block 16.